



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

HEADQUARTERS 13TH FINANCE GROUP
BLDG 16007 OLD IRONSIDES AVE
FORT HOOD, TX 76544-5056



AFVX-CFG-CDR

22 September 2005

MEMORANDUM FOR Personnel, 13th Finance Group

SUBJECT: Standing Operating Procedures - High Visibility and Sensitive Account Maintenance

1. References:

a. DoD 7000.14-R, Department of Defense Financial Management Regulation, Volume 7, Department of Defense Military Pay and Allowances Entitlements Manual.

b. Finance and Accounting Office Military Pay Procedures Manual.

2. Purpose: To delineate basic responsibilities for the maintenance of high visibility (i.e. "VIP") and sensitive pay accounts to ensure their receipt of accurate and timely pay support and travel settlements.

3. Scope: This policy applies to all Finance Battalions and Defense Military Pay Offices within the 13th Finance Group. These procedures must be added to your internal control and quality assurance program plan as a regularly inspectable area.

4. At a minimum, high visibility accounts include the following:

- a. General Officers
- b. All LTC (O-5) and COL (O-6) regardless of position
- c. Chiefs Warrant Officer 4 and 5
- d. Command/Staff Sergeants Major

5. At a minimum, sensitive accounts include the following:

- a. All military personnel assigned to a finance unit
- b. All military spouses of personnel assigned to a finance unit
- c. Geographically separated military spouses assigned to your ADSN or finance personnel assigned to another ADSN when identified to you by the other DMPO/Finance Office or the Soldier's unit (if you are aware that you have a finance Soldier with a geographically separated military spouse, you should contact the applicable DMPO/Finance Office so they can give sensitive status to the account in question)
- d. Others as determined by the DMPO Chief/Battalion Commander

AFVX-CFG-CDR

SUBJECT: Standing Operating Procedures - High Visibility and Sensitive Account Maintenance

6. Account maintenance procedures:

a. Battalion Commanders/DMPO Chiefs will designate a specific section and/or individual(s) to maintain individual account files on all high visibility and sensitive accounts and make all military pay, travel, and disbursing system inputs/transactions. Controls (i.e., tracking the input source codes) will be enacted to ensure these individuals are the only personnel making input to the applicable pay accounts. All military pay input and travel vouchers will be audited on a 100% basis before uploading for military pay system updates or SRD payment. Recycled/rejected military pay input will be worked on a daily basis.

b. High visibility accounts will be “flagged” to facilitate audit and review via input of a PRA code (discussed in subparagraph d below). The intent of using the PRA indicator or unique PACIDN(s) is to facilitate military pay account tracking. The person(s) responsible for high visibility account maintenance will pull extra copies of every VIP end of month LES and reconcile it with the previous month’s LES and any inputs made during the processing month. Any discrepancies will be immediately researched and brought to the attention of the Battalion Commander/DMPO Chief. Each month (between the 10th and 15th), the complete master military pay account (MMPA) of all high visibility accounts will also be audited to check for and reconcile unforeseen systemic or other inputs or changes. If such changes are noted, take action to resolve any discrepancies by researching and notifying the DMPO Chief/Battalion Commander, who in turn should contact the Field Operations Officer and/or the General Officer point of contact in the Centralized Operations Office (discussed in paragraph 7 below), as necessary.

c. The DMPO will coordinate a time/location that is convenient for the VIP or offer personal in and out-processing sessions to all VIPs at their office on a one and one basis. DMPO personnel will assist VIPs in completing any required documentation to start/stop station allowances, updating necessary pay account information, and completing any outstanding travel vouchers. For travel issues, appointment will be set up and any Milpay issues, will be handled on the spot.

d. Upon in-processing, ensure that the PRA indicator of zero (0) is placed on all high visibility and sensitive accounts (MPPM 5.3.3.4d.7).

e. The quarterly PRA audit listing will be produced and audited by the Quality Assurance or Internal Control section or other individuals as determined by the Battalion Commander/DMPO Chief. Upon completion of the audit, the report and any findings will be reviewed and follow-up action taken as warranted. Listing and reviews will be maintained for a minimum of one year, after which they may be destroyed.

f. As an additional account tracking option, DMPO/BNs may also place all high visibility accounts in one or more unique PACIDNs. This is an optional measure and may be implemented as desired.

g. Battalion Commander/DMPO Chief must ensure any and all W2s (W2Cs) received for a General Officer or Command Sergeant Major assigned to a Lieutenant General or General are proper and correct before distributing them to the affected individual.

AFVX-CFG-CDR

SUBJECT: Standing Operating Procedures - High Visibility and Sensitive Account Maintenance

7. General Officers, Chief Warrant Officers 5, and Command Sergeants Major (assigned to Lieutenant Generals or Generals) are monitored by a special point of contact in the Army Military Pay Operations Centralized Operations Office (COO) at central site. The COO also makes all central site-level input to include the working of all Case Management System cases involving these personnel. If you have questions or problems with these accounts, the COO POC can be reached at DSN 699-2253.

8. If you have a problem with one of the above listed accounts which cannot be resolved at your level, ensure that you immediately contact the Field Operations Officer to apprise him/her of the situation and gain assistance as necessary. This will also ensure DFAS is properly informed of the incident.

9. The Field Operations Officer will be notified telephonically and via email when a General Officer account is identified by for separation/retirement. The full name, rank, SSN, and projected retirement/separation date must also be included in this notification.

10. POC for this memorandum is Chief, Finance Operations at 737-6773.

“PHANTOM PAYMASTERS!!”

A handwritten signature in black ink, appearing to read 'S. Riviere', with a long horizontal flourish extending to the right.

STEPHEN J. RIVIERE
COL, FC
Commanding